



## **QMS Parents' Association Minutes PA Meeting**

Monday, May 6, 2024

Karin Quinn Hall

### **PA Executive:**

Natalie MacGregor, Chair

Neemet McDowell, Vice Chair

Cathy LaPointe, Past Chair

Sherra Collett, Treasurer

Jennifer Cole, Secretary - *Absent*

Kirsty Grant, Community Welfare - *Absent*

### **QMS Staff:**

Heather Bartfai, Manager, Alumni & Community Relations

Hayley Picard, Director of Communications and Marketing

### **PA Members:**

Cynthia L, Darrel S, Ashley H, Kristin J.

### **Called to Order 8:15am**

### **Natalie provided Territorial Acknowledgement**

### **Welcome and Introductions - all members**

### **Approval of Minutes from April 8<sup>th</sup>, 2024**

Sherra motioned approval, Darrel seconded, all in favour.

### **Reports**

**Chair:** Natalie MacGregor

- Natalie announced she will be stepping down next year but will still help with the Holiday Market and Fair. She also reflected on all the changes and progress made over the last year years since her and Cathy came into these PA roles. She thanked the PA executive team, and all the volunteers for all their time and hard work. Neemet commented on Natalie's leadership to ensure inclusivity and openness in the PA space, the importance of maintaining these values as the PA moves forward, and thanked Natalie for all of her commitment and time.



**Vice-Chair:** Neemet McDowell (nothing to report)

**Past-Chair:** Cathy LaPointe (nothing to report)

**Secretary:** Jennifer Cole (tabled, Cynthia L stepped in to take meeting minutes)

**Treasurer:** Sherra Collett

- No changes with current finances. Sherra reflected on being a PA Executive member for nine years, therefore needing to step back as the PA treasurer. A new treasurer is needed (for nominations and voting at June 2024's meeting). The PA finances are all managed in QuickBooks, therefore it is a requirement for the next treasurer to be an experienced bookkeeper with QuickBooks knowledge.
- **Action item:** specific marketing/advertising for a PA treasurer

**Community Welfare:** Kirsty Grant (tabled)

### For Discussion and Updates:

- **Annual General Meeting**
  - **Action item:** Need a summary of each open position, expectations, what's involved, etc. so the PA can share with families to recruit new PA Executive members. Natalie to provide end-of-year letter as the PA Chair. Hayley and Heather to assist with posting information.
- **June 10<sup>th</sup> BBQ 3pm to 5pm**
  - Suggestion to add GF hot dog buns
  - Sherra has already purchased 270 freezies
  - **Action item:** Heather to speak with April about quantity recommendations, etc. then advise the PA of how to arrange the final food order.
  - **Action item:** Volunteers needed for inflatables, barbecuing hot dogs, food set up, takedown and distribution. Neemet to arrange student volunteers through Ms. Denis, Ms. Faber, and Mr. Amiel. Senior school students volunteer schedule can be posted on Sharepoint. Parent volunteers to be set up on SignUp Genius.
  - **Action item:** School logistics
    - Neemet to email Lucy Smith, and cc Kim Stinka, to ensure no activities booked that day, email Kirstin Bains re: games/sports equipment for use on the field, and Jerry for arranging set up equipment through maintenance.
- **Parent Ambassador/PA Liaison Roles**
  - Heather chatted with Admissions – date of new families evening TBD. Admissions will reach out to volunteers as needed.
- **Spirit Hoodies**
  - Today is the last day of hoodie orders. After today, families can get hoodies at uniform shop.
- **School Wish List**

- Heather has revised list provided the following update:
  - Gazebo revamp - \$10,000
  - Outdoor furniture for senior school – \$4,500 (Moving outdoor classroom into the woods, create more outdoor classroom space)
  - Outdoor playground equipment for primary and intermediate - \$5,000
  - Decodable books for primary - \$500
  - Wall mounted TV in Glide Hall for special events/dinners - \$1,500
  - 200 foldable chairs for assemblies/events - \$2,000 \*\*already purchased
  - 3D printers will be tabled at this time as the school is determining the logistics of the maker-space
- Natalie put forth a motion to approve \$25,000 spend to fund the school's wish list, motion seconded by Ashley, all in favor (with staff present abstaining), motion carried.
- **Gaming Grant Application**
  - **Action item:** Neemet to email Darrel a PDF of the PA Constitution and Bylaws from the Parent Portal for inclusion in the grant application.
  - **Action item:** Darrel to complete the grant application.
- **Holiday Market and Fair, Saturday November 30<sup>th</sup>, 2024**
  - Vendor application form is being created by Darrel and will be ready for June 1 to be placed on the QMS website.
  - **Action item:** Darrel to confirm Santa, book for 4 hours (10am to 2pm), with a lunch break, and provide an invoice/quote to the PA. Santa will be in the Kids area.
  - **Action item:** Book Inflatafun Christmas-themed photo book with attendant and photo prints.
  - **Action item:** Allocate budget to spend on updated games via purchasing items, to be done at September 2024's PA meeting.
  - **Action item:** Find affordable prizes for kid's games as the games area will be token/ticket based, i.e. purchase token to play games, and receive tickets to cash in for prizes.
  - **Action item:** Neemet to source potential photographer for Santa photos, and request quote(s) for services.

### Outstanding Action Items

- Staff appreciation – Wednesday May 29, 2024
  - Volunteers needed right after morning drop off to organize platters and deliver to each department.
  - **Action item:** Heather to provide department/staff numbers to assist with purchasing items.
  - **Action item:** Food purchase
    - Natalie to order GF treats from Mindful Mouthful
    - Neemet to order sparkling drinks and fruit
    - Natalie will do the cards
    - Explore savory option(s)



### **New Business**

- Created by Kids fundraiser – Heather confirmed this will run September 9 to 20, 2024. Cynthia to coordinate this fundraiser again. Students will work on art and images can also be uploaded. Strategies discussed to help increase orders and engagement from senior school, communication with FAs, and connecting with senior school arts and media arts staff/teachers.
- Class reps – suggestion discussed to recruit for class reps in August, overview of what a class rep's roles and responsibilities are, logistics and communication, etc. to improve information delivery and to improve parent engagement.

**Next Meeting: Annual General Meeting on Monday, June 3rd at 8:15am**, Karin Quinn Hall and via Zoom, followed by the regular monthly PA meeting

**Meeting Adjourned:** Motioned by Natalie at 9:52am, Neemet seconded

